

POSITION TITLE: PROPERTY MANAGER I -
Information Technology

DEPARTMENT: Information Technology Division

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 008235

Performs routine property management work. Work involves managing and coordinating property operations, maintenance, and administrative functions; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

- A. Assists in coordinating agency computer software and hardware management program operations and activities; and assists in developing program guidelines, policies, procedures, rules, and regulations.
- B. Assists with the agency personal computer replacement program; reviews personal computer requests; assists in the distribution of allocated hardware; and assists in maintaining fixed asset inventories.
- C. Assists in preparing the software management plan; monitors software application license distribution and compliance; and assists in managing agency hardware maintenance contracts and warranty services.
- D. Prepares operational and procedural manuals and educational materials; confers with staff on program problems; and provides training and technical assistance in the program area.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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 Information Technology

SALARY GROUP: B17

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning business process analysis, program administration, technical review, or project coordination experience.
3. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and property management.
2. Knowledge of agency software, fixed assets, and information technology equipment support processes preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
5. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
6. Skill in administrative problem-solving techniques.
7. Skill in technical writing and development of information publications.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.